

CENTRAL AV CART GUIDE

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Setting up and Shutting down the Cart:

If the cart is not already unlocked and powered on see below.

Unlock and open the front door of cart. Reference Desk, IT, FM and Administration have keys for the cart.



Turn on the power center using the **Red Master Switch**.



The cart is now activated and ready for use.

When finished with the cart, turn off the power center using the **Red Master Switch** and lock the front door of cart. If you borrowed a key, please return it.

To use a laptop:

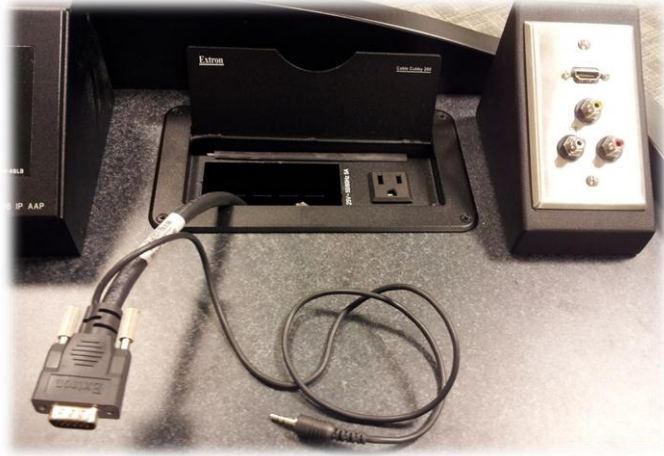
On the **Extron Control Panel** located on the top right corner of the cart, press **Display ON** to turn on projector.



To lower the **Projector Screen**, go to the white panel located by the front door. There are two options: **Partial dimmers/Screen** or **Screen Only/Dark Room**.



Turn on your Laptop. There is an outlet located in the cubby to plug-in a power source for the laptop. Pull the **VGA cable** and **sound cable** from the cubby on top of the cart and plug each of them into the laptop. **Apple adapters** are located in the AV Cart drawer.



On the **Extron Control Panel**, press the **PC1 Button**. The laptop image should now show on the screen. If the image does not show, use the **Function + F1-F12** depending on the laptop to acquire the image.

The **volume** can be adjusted on the **Extron Control Panel**, in the Operating System and in the application that you are using. Video mute, audio mute and rear mute are available on the **Extron Control Panel** as well.

When done using the laptop turn the **Display Button Off**. Unplug the VGA cable and sound cable. Place both cables back into the cubby on top of the cart. Unplug and shut down the laptop.

Additional items available in the cart drawer:

Microphones

PowerPoint Slide Remote

Apple Adapters

Extension Cables

HDMI Cables

To use the Blu-ray player:

The Blu-ray player has the capability to play Blu-ray's, DVD's and CD's. The Blu-ray player is connected to **Wi-Fi** and has **access to web applications** like YouTube, Pandora and Netflix.

On the **Extron Control Panel** located on the top right corner of the cart, Press **Display ON** to turn on projector.

On the **Extron Control Panel**, press the **Blu-ray Button**.



To lower the **Projector Screen**, go to the white panel located by the front door. There are two options: **Partial dimmers/Screen** or **Screen Only/Dark Room**.



Press the **power button** on the Blu-ray player. The player is located on the top shelf of the cart. The power button is located on the right side of the player.



Press the eject button to open the tray. When you put in a disc it will automatically play. To control the playback features, use the playback buttons on the **Extron Control Panel**, the player itself or the Toshiba Remote located in the cart drawer.

The **volume** can be adjusted with the **Extron Control Panel**. Video mute, audio mute and rear mute are available on the **Extron Control Panel** as well.

When done using the Blu-ray player turn the **Display Button Off**. **Eject** your disc and press the **power button** on the Blu-ray player.

To use the DVD/VCR Combo Player:

On the **Extron Control Panel** located on the top right corner of the cart, press **Display ON** to turn on projector.

On the **Extron Control Panel**, press the **ON/OFF button** to turn on the DVD/VCR Combo Player.

On the **Extron Control Panel**, press either **DVD** or **VCR** button to select required input.



To lower the **Projector Screen**, go to the white panel located by the front door. There are two options: **Partial dimmers/Screen** or **Screen Only/Dark Room**.



The DVD/VCR Combo Player is located inside the cart. Press the eject button to open the **DVD tray** or slide your tape into the **VHS slot**.



To control the playback features, use the playback buttons on the **Extron Control Panel**, the player itself or the Toshiba Remote located in the cart drawer.

The **volume** can be adjusted with the **Extron Control Panel**. Video mute, audio mute and rear mute are available on the **Extron Control Panel** as well.

When done using the DVD/VCR Combo Player turn the **Display Button Off**. **Eject** your disc or tape and press the **ON/OFF** button on the **Extron Control Panel**.

To use the Document Camera:

There is a Document Camera available for use. It is located in the back storage room in the Van Deusen Room. Place the Document Camera on the cart.



Plug the Document Camera's power cable into the **power outlet** located in the cable cubby. Plug the VGA cable that is located in the cable cubby into the Document Camera.



On the **Extron Control Panel** located on the top right corner of the cart, press **Display ON** to turn on projector. Press **PC1** to select the Document Camera input.



To lower the **Projector Screen**, go to the white panel located by the front door. There are two options: **Partial dimmers/Screen** or **Screen Only/Dark Room**.



When done using the Document Camera turn the **Display Button Off**. Unplug the VGA cable and power cable. Place the Document Camera back into the storage room.

To use the Microphones:

There is a fixed microphone on top of the cart. This microphone is always powered on. If you are experiencing feedback we suggest you tilt the microphone away from the cart.

There are eight wireless microphones available in the cart drawer. To power on these microphones simply press its power button (**red arrow**). When done using press the same power button to turn off and place back into the charging dock.

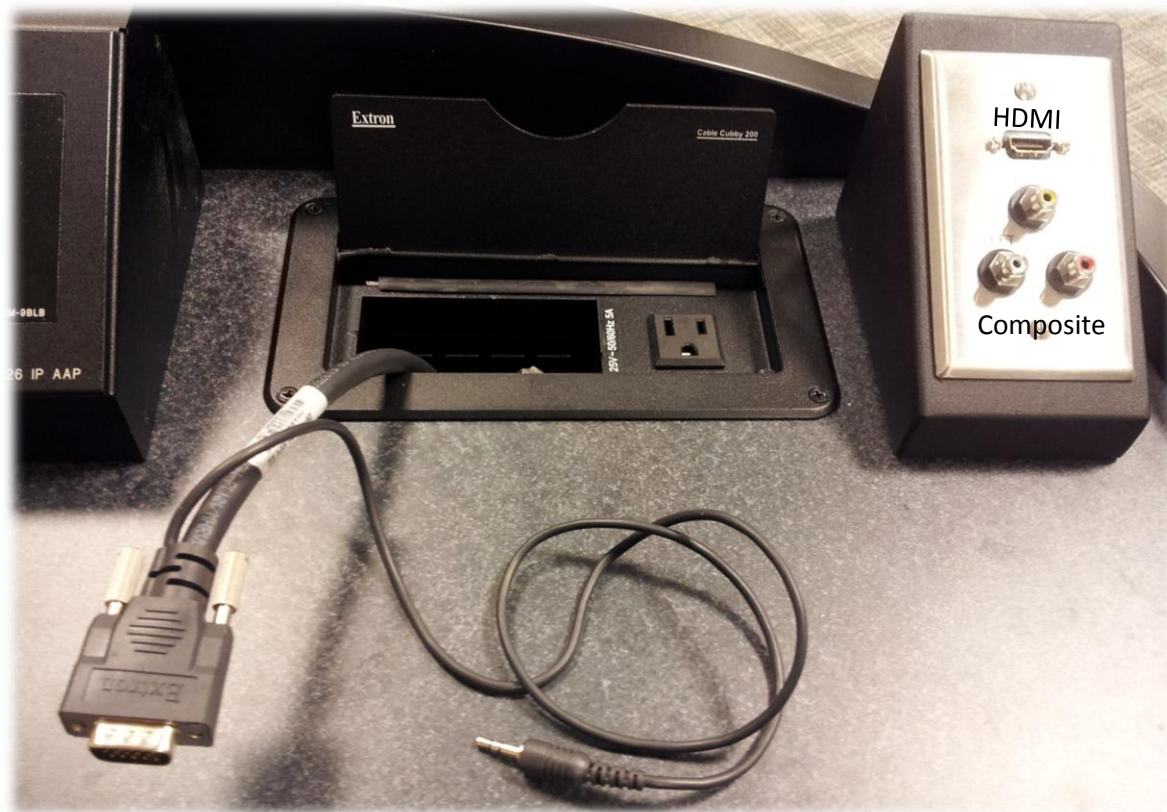


HDMI Input:

There are options for HDMI devices (PlayStation 3, Xbox, laptops). To use any of these devices press the **Blu-ray Button** on the **Extron Control Panel** located on the top right corner of the cart. Make sure the Blu-ray player is powered off. There is an HDMI cable located in the cart drawer. Plug the HDMI cable into the **HDMI Input Panel** located on the top right hand side of the cart. There is a **power outlet** available in the cable cubby.

Composite Input:

Composite inputs are available for devices such as a Nintendo Wii and camcorders. To use any of these devices press the **AUX Video** button on the **Extron Control Panel** located on the top right corner of the cart. Plug your composite cables into the **Composite Input Panel** located on the top right side of the cart. There is a **power outlet** available in the cable cubby.



Miscellaneous devices and adapters:

In the AV Cart drawer you will find:

- Toshiba Blu-ray remote
- Toshiba DVD/VCR remote
- Epson Projector remote
- 8 Wireless Microphones
- PowerPoint Slide Remote
- Apple laptop mini display port adapter
- Apple iPad adapter
- 10 ft. VGA extension cable
- 12 ft. sound extension cable
- 3 ft. HDMI cable for use with laptops, PS3, XBOX, misc. devices